



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
MARY STARKE HARPER GERIATRIC PSYCHIATRY CENTER
P O BOX 21231
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JAMES V. PERDUE
COMMISSIONER

BEVERLY WHITE, BSN, MS
FACILITY DIRECTOR

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: MAINTENANCE MANAGER I

NUMBER: 16-12

JOB CODE: M1000

POS. # 8802056

SALARY RANGE: 71 (\$33,902.40 - \$51,376.80)

DATE: 09/09/2016

**JOB LOCATION: MARY STARKE HARPER GERIATRIC CENTER
TUSCALOOSA, ALABAMA 35402**

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school, preferably supplemented by college-level courses in mechanical, electrical, or civil engineering; plus experience, (24 months or more) in the operation and maintenance of high pressure heating plants, in the maintenance of sewage, water treatment, and refrigeration plants and in the care, maintenance and repair of buildings, grounds, and mechanical equipment.

KIND OF WORK: This is technical/supervisory work managing plant operations and building facilities maintenance at an ADMH Facility in accordance with directions and instructions from the ADMH Plant Operations Director. The employee is responsible for planning, coordinating, and completing building, grounds and mechanical maintenance work to include carpentry repair and installation (walls, doors, flooring, ceiling, windows and furnishings); painting, non-complex electrical distribution systems and devices; lighting fixtures; plumbing systems; heating & air conditioning systems; refrigeration equipment; routine grounds maintenance, and custodial activities as necessary. Work involves hands-on maintenance repair / installation activities and the supervision / direction / performance assessment of a small staff of semi-skilled, plant maintenance workers. Coordinate / provide facility preventative maintenance functions to include maintaining a preventive maintenance schedule for all equipment, buildings, and grounds. Collaborates with Safety Officer in the planning, organizing, and directing all aspects of the Facility Safety Program. Maintains current knowledge and familiarization of the Life Safety Codes, Joint Commission Standards and other regulations and codes dealing with environmental services. Prepares requisitions for equipment, supplies, and other materials for use in maintenance and plant operations/activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of Life Safety Code and JOINT COMMISSION Standards. Ability to express ideas concisely orally and in writing. Knowledge of the principles, practices and techniques, operation and maintenance of heating, air condition alarms, electrical, lighting, carpentry and plumbing systems. Ability to effectively coordinate, direct and prioritize work activities.

Ability to access maintenance situations in order to determine appropriate repair action. Skills in the use of a variety of maintenance tools. Ability to read plans and to make, work from sketches and specifications. Ability and willingness to follow supervisory instructions and carry-out directives. Ability to supervise staff and effectively manage the work of others. Ability to keep accurate records and provide necessary reports.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screening required. Security Clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an "Application for Professional Employment" (Exempt Classification) which may be obtained from the website below. Application should be returned to the **HARPER CENTER** Human Resources Department at P. O. Box 21231, Tuscaloosa, Al. 35402 by **SEPTEMBER 23, 2016** in order to be considered for this position. Do not return this application to the State Personnel Department.

"Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application."

www.mh.alabama.gov

Accredited by The Joint Commission